
PROFILE

- Professional Communicator and Executive-level Manager with 18 years of experience in government, politics and business with a deep understanding of the interplay between Congress, federal agencies, state legislatures, foreign governments, industry and the American public.

PROFESSIONAL EXPERIENCE

Media Sherpa


Office of The President-Elect Donald J. Trump

Presidential Transition Office, Washington D.C. 2016 – Present

- Serving as the lead media staff member for the EPA nominee, Attorney General Scott Pruitt:
 - Developed media plan and strategy to help guide nominee through confirmation process.
 - Interact with media daily and provided on the record and on background quotes and material on behalf of the Transition and nominee.
 - Accompany nominee to Senate meetings and organized media opportunities around those meetings.
 - Organize surrogates to appear on TV and radio, submit statements, letters to the editor, columns and op-eds.
 - Built a communications support team from multiple supportive organizations inside and outside the Transition.
 - Implemented systems and controls so the team knew who was to do what, when and how.
 - Developed and implemented systems to keep all media related matters and information organized and accessible.

Executive Vice President

JAMESTOWN ASSOCIATES, Tallahassee, Florida, 2014 – Present

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- Develop, maintain and manage clients and client portfolios for one of the nation's most respected media, public relations and political consulting firms, leading to the success of several public relations and political campaigns for the firm:
 - Opened and managed the first Florida office for the firm in Tallahassee, FL in 2014 including negotiating lease agreement, opening office and managing the grand opening and public relations of the office.

- Developed and managed a multi-million dollar book of business that includes Members of Congress, Members of the Florida Legislature, the Republican Party of Florida, political committees, county and local officials, government and non-profit groups and business clients in the gaming, healthcare, transportation, banking, waste management and military industries.
- Write, produce and manage the process involved with sending over one million pieces of political, business and legislative mail.
- Write, produce, organize filming and manage all aspects involved with dozens of television advertisements and web videos.
- Led public relations initiatives for candidates running for office that included developing and executing campaign plans, media plans and budgets.
- Drafted hundreds of press releases and managed client's media relations.

Chief of Staff

LIEUTENANT GOVERNOR OF FLORIDA, Tallahassee, Florida, 2011 — 2014

- Optimized the effectiveness of a senior executive who served as Florida's second-in-command, meeting non-stop demands, addressing unique challenges daily, and anticipating needs to provide data, resources, and support:
 - Took charge of a portfolio of three major issues of priority to Governor Rick Scott and devised strategies to establish them as the office's driving force and ingrain an image of the Lieutenant Governor as their chief advocate.
 - Created and implemented a Priorities Chart that allocates 90% of the Lieutenant Governor's time to matters involving the issues of (1) Veterans Affairs, (2) Military Affairs, and (3) Space Florida.
 - Devised a methodology to examine, vet, and justify other issues worthy of the remaining 10% of the Lieutenant Governor's time and attention, including economic development and international trade.
- Served as a liaison to the Office of the Governor, legislators, gubernatorial appointees, and other stakeholders, easily transitioning between a multiplicity of topics and managing a continuous stream of complex information.
- Managed the operations and personnel of the Lieutenant Governor's two offices in Tallahassee and Orange Park, FL.
 - Developed, implemented, monitored, and identified opportunities to continuously improve processes to coordinate scheduling, time management, messaging, media relations, legislative affairs, goal setting, and outreach.
 - Administered budgets totaling \$40.42 million for the Office of the Lieutenant Governor, Citizen Safety Task Force, Veterans Affairs, and Military Affairs to optimize accountability and ensure compliance.
 - Oriented, trained, and supervised staff members to work as a team in supporting a top-echelon political office with superior service in planning schedules with extensive travel and shifting priorities.
 - Mentored and motivated staff to develop leadership skills, inspire enthusiasm, and promote professionalism in behavior, communication, and attitudes as representatives of the Lieutenant Governor and the State.

- Managed high-profile issues with state-wide, regional, national, and international implications, with a focus on attaining goals relating to Military Affairs, Legislative Affairs, aerospace, and economic development:
 - Collaborated with Space Florida to advance scientific and economic projects, helping to solidify relationships between the Lieutenant Governor, NASA, key Congressmen, aerospace companies, and defense contractors.
 - Played an integral role in promoting dozens of Space Florida initiatives, achieving major economic development and national security victories that include winning the bid to manage the International Space Station National Laboratory, facilitating successful SpaceX missions, and expediting the startup of Orion and Commercial Crew Projects.
 - Managed a portfolio of Military Affairs issues, working on a variety of projects within Florida's 20 military installations, 3 unified commands, and the Department of Defense, Congressmen, staff members, and defense contractors, building mutually beneficial alliances, displaying respect for protocols, and gaining first-hand access to key contacts.
 - Worked with the Department of Environmental Protection, Department of Defense, and various non-government organizations to develop and implement an aggressive military base encroachment plan to preserve lands and conserve precious natural resources adjacent to military installations in order to protect defense operations.
 - Acted as a prime mover in facilitating the state's purchase of Escrivano Point, which protected one of the world's most environmentally sensitive areas from commercial development which would have disrupted flight patterns and impeded military and homeland security functions at the nearby Eglin Air force Base
 - Served as staff director to the gubernatorial designee to the Florida Defense Task Force charged with preparing Florida to potential base realignments and closures and working closely with task force chair, DOD, and Congressional officials on policies and public relations
 - Staffed and managed the Lieutenant Governor's international trade mission to South Africa in 2011, handling economic development work for an effort that produced \$40 million in trade for Florida.

Staff Director

GOVERNOR'S TASK FORCE ON CITIZEN SAFETY AND PROTECTION, Tallahassee, Florida, 2012

- Selected by Governor Rick Scott as the lead staff member for the high profile gubernatorial task force created after the shooting death of Trayvon Martin.
 - Accountability for staffing, organizing meetings, coordinating work of 19 appointed members, and managing communications with the public:
 - Played an integral role in the startup of the task force, managing the gubernatorial appointment process to ensure inclusion of Republican and Democrat lawmakers and a cross section of racial and professional backgrounds.

- Facilitated consensus building, brokering compromises between members to reach unanimous agreement in crafting and adopting a mission statement, guiding principles, and the scope of work of their inquiry.
- Organized seven public meetings at locations throughout Florida, managing media and public relations by preparing public notices, press releases, public statements, and information on media availability.
- Managed internal communications to ensure that members were well briefed and fully prepared for meetings, while maintaining compliance with Florida's Government in the Sunshine requirements.
- Oversaw the development of a website, working in collaborating with the IT team to design, launch, and maintain site that provides public and media access to every document related to the inquiry.
- Guided the process to successful conclusion, wrote and delivered a final report to the Governor and Legislature.

District Director

CONGRESSMAN CLIFF STEARNS UNITED STATES HOUSE OF REPRESENTATIVES,
Ocala, Florida, 2007 — 2011

- Administered three Congressional district offices located in Gainesville, Ocala, and Orange Park overseeing the daily operations, supervising a team of seven staff, and contributing to the success of multiple political campaigns:
 - Organized and executed all aspects of two highly successful general elections and one primary campaign, including two ballot access petition drives which far exceeded the number required to qualify.
 - Initiated strategies that projected a clear image of the Congressman and his concern for needs of average citizens that generated a steady increase in general election victory margins, gaining a 20 point win in the first primary
 - Managed issues relating to Florida press and media, constituent casework, community outreach, coalition building, special projects, and district communications throughout eight counties for U. S. Representative Cliff Stearns (R-FL).
 - Represented the Congressman, serving as his designated spokesperson at meetings and events across Florida, and stood in as his surrogate at debates, winning several debates over his political opponents
 - Developed an outreach plan for staff to conduct visits to communities in the district to gain understanding of the true needs and concerns of constituents and promote awareness of work being done on their behalf.
 - Designed and executed events in the district, including hosting 100 Congressional Town Hall Meetings.
 - Organized, publicized, and managed four Home Ownership Workshops during the height of the housing foreclosure crisis, providing individuals and families in distress with access to information and resources.
 - Assisted in founding and organizing Ocala Honor Flight, recognizing local World War II veterans by providing free charter flights for one-day trips to Washington D. C. to visit the WWII Memorial and other monuments.

Executive Assistant

CONGRESSMAN SHERWOOD BOEHLERT UNITED STATES HOUSE OF REPRESENTATIVES, Washington, D. C., 1998 — 2006

- Supported the work of the Congressman in carrying out his responsibilities as a U. S. Representative (R-NY), Chairman of the House Science Committee (2001-2006), and Chairman House Intelligence Committee (2004):
 - Served as Executive Secretary and Personal Assistant to the Congressman, providing oversight to ensure that all required resources were at his fingertips, developing scheduling tools to keep him and his staff on track, and managing the office budget in order to optimize accountability and ensure compliance with procedures.
 - Acted as a liaison to members and staff of Congress, the White House, and various federal agencies (with a focus on the National Aeronautics & Space Administration and the Environmental Protection Agency) to coordinate meetings and handle legislative affairs, policy development, and special projects.
 - Facilitated the establishment of new committee offices subsequent to the Congressman's rise to Chairman of Science Committee, assisting the Congressman and his staff members in transitioning into their roles.
 - Worked with members and staff of the Science Committee to promote openness, ensure fairness, and provide access to the Chairman to cut through bureaucracy and create efficient and responsive communication channels.
 - Managed the closure of the Capitol Hill office and archiving of official papers upon the Congressman's retirement

Professional Staff

COMMITTEE ON SCIENCE AND TECHNOLOGY UNITED STATES HOUSE OF REPRESENTATIVES, Washington, D.C., 2004 and 2006

- Served as Special Assistant to the Chairman during two tenures of service to the committee, exercising responsibility for organizing all facets of two Congressional Overseas Delegations that included trips to New Zealand, Australia, and various Pacific Islands with U. S. military and scientific interests:
 - Worked hand-in-hand with more than a dozen Republican and Democratic Congressmen, their spouses, and staff members who traveled with the delegation to support the mission.
 - Acted as liaison to officials and representatives of foreign countries to coordinate logistics, discuss protocols for official meetings, and acquire knowledge of their cultural practices.
 - Managed communications with key contacts in the U. S. military and U. S. State Department on details relating to travel arrangements, lodging, and accommodations for meetings and events.
 - Traveled with the delegation as the Chairman's primary staff support, maintaining the schedule, documentation, and official correspondence relating to the delegation visits.

EDUCATION

UNIVERSITY OF MARYLAND, College Park, Maryland Bachelor of Arts in Government and Politics, 1999

MONTGOMERY COLLEGE, Rockville, Maryland Associate of Arts, 1997

ACADEMIC HONORS

UNIVERSITY OF MARYLAND, College Park, Maryland Full Foreign Studies Academic Scholarship – Republic of Vietnam, 1998.

LEADERSHIP TRAINING

REPUBLICAN NATIONAL COMMITTEE, Washington, D. C. CAMPAIGN MANAGEMENT COLLEGE Certificate, 2004

BOARD APPOINTMENTS

- Fort King Heritage Association, Ocala, Florida, Board of Directors, 2010 — 2011
- Ocala Honor Flight Board, Ocala, Florida, Member, 2009 — 2011
- Florida Republican Executive Committee, Marion County, Florida, Elected Member, 2007 — 2011
- Alumni Board of Governors, Montgomery College, Elected Member, 2004 — 2006

CIVIC HONORS & AWARDS

- Special Award of Appreciation, Ocala Honor Flight, 2010
- Congressional Staffer of the Year, Air Force Association of Florida, 2008

COMMUNITY INVOLVEMENT

- Chairman, Leon County for Donald Trump for President, 2016
- Manager, Donald Trump for President North Florida Office, 2016
- Treasurer, Mary Thomas for Congress campaign, 2015-2016
- Chamber of Commerce Emerging Leaders, Ocala, Florida, Member, 2007 — 2011
- Friends of the Ocala Symphony, Ocala, Florida, Member, 2007 — 2011
- Friends of the Ocala Library, Ocala, Florida, Member, 2007 — 2011
- Kiwanis Club, Ocala, Florida, Member, 2007 — 2011
- Judy Plumley (R) for Oneida County Surrogate Court Judge, Rome, New York, 2005
- U.S. Rep. Connie Morella (R) for Congress Campaign, Bethesda, Maryland, 2002
- AmeriCorps, Prince Georges County, MD Public Schools, Reading Mentor, 1998 — 1999
- Bob Dole for President, Germantown, Maryland, 1996

COUNTRIES VISITED

- Extensive international travel, representing both the U.S. Government and State of Florida including: American Samoa, Australia, Canada, China, Dominican Republic, Fiji, Germany, Haiti, Italy, The Marshall Islands, New Zealand, Saint Martin, South Africa, Vietnam, and the Virgin Islands.